

## A G E N D A



RCA - Purchasing	Austin City Council	Item ID:	5116
Meeting Date:	April 7, 2011		
Department:	Purchasing		
Subject			
Authorize award and execution of a 36-month requirements service contract with QUICK SEARCH, Dallas, TX for pre-employment background investigation services in an estimated amount not to exceed \$228,080, with three 12-month extension options in estimated amounts not to exceed \$132,983 for the first extension option, \$166,281 for the second extension option, and \$202,909 for the third extension option, for a total estimated contract amount not to exceed \$730,253.			
Amount and Source of Funding			
Funding in the amount of \$25,088 is available in the Fiscal Year 2010-2011 Operating Budget of the Austin Fire Department. Funding for the remaining 30 months of the original contract period and extension options is contingent upon available funding in future budgets.			
Fiscal Note			
There is no unanticipated fiscal impact. A fiscal note is not required.			
Purchasing Language:	Lowest bid meeting specification of four bids received.		
Prior Council Action:			
For More Information:	Colleen Athey, Buyer II, 972-4012		
Boards and Commission Action:			
MBE / WBE:	This contract will be awarded in compliance with Chapter 2-9C of the City Code (Minority-Owned and Women-Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore, no goals were established for this solicitation.		
Related Items:			
Additional Backup Information			

This contract will provide background checks for applicants as part of the hiring process for entry-level firefighters.

The Austin Fire Department anticipates completing up to 500 background investigations per hiring cycle. The background checks will confirm such areas as employment, residence, driving records, and criminal and civil records.

The purpose of the background check is to ensure that potential firefighter cadets provide factual applicant information. This will confirm that each applicant has met the criteria of the background check in order to become certified as a Firefighter by the Texas Commission on Fire Protection and as an Emergency Medical Technician by the Department of State Health Services.

MBE/WBE solicited: 6/2

MBE/WBE bid: 0/1

### **BID TABULATION**

IFB No. CEA0022

Pre-Employment Background Investigation Services

#### **Vendor**

#### **Total Price**

Quick Search Dallas, TX	\$50,175.00
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CEO Investigations (WDB) Austin, TX	\$93,125.00
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Countywide Research Georgetown, TX	*
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Kelmar & Associates San Antonio, TX	**
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\*Countywide Research withdrew its bid.

\*\*Kelmar & Associates' did not provide pricing in accordance with the solicitation; therefore, was considered non-responsive and cannot be considered for award.

A copy of the complete bid tabulation is on file in the Purchasing Office and is on the City of Austin, FASD Purchasing Office website.

### **PRICE ANALYSIS**

- a. Adequate competition.
- b. One hundred and four notices were sent, including six MBEs and two WBEs. Four bids were received, with no response from the MBEs and one response from the WBEs.
- c. The pricing offered represents an 83% increase from the last contract award in April 2006. This increase is due to the additional requirement by AFD that the Vendor provide an online application, tracking, and reporting system, as well as additional background checks to include social media sites and the terrorist watch list.

### **APPROVAL JUSTIFICATION**

- a. Lowest bid meeting specification of four bids received. Quick Search is not the current provider of these services.
- b. The Purchasing Office concurs with the Austin Fire Department's recommended award.

